



**FAIRFAX COUNTY FIRE & RESCUE DEPARTMENT
FIRE MARSHAL'S OFFICE**

12099 Government Center Pkwy, 3rd Floor, Fairfax, VA 22035

Telephone: 703-246-4803, TTY 711, Fax: 703-246-6044

FMO Homepage - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal>



ALL-NIGHT GRAD / AFTER-PROM

Public Safety Plan Review & Billing Information

EVENT LOCATION INFORMATION

School / Organization Name: _____

Party/Event Date: _____ Estimated Number of Attendees: _____

Party/Event Building Address: _____

City: _____ State: _____ Zip: _____

Building Owner Contact Person: _____

Phone: _____ Alternate Phone: _____

RESPONSIBLE PARTY *(Responsible for All Payments)*

Responsible Party Name: _____

Typically the Party or Event Chairperson

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

PLAN SUBMITTAL CHECKLIST

(_____) Three (3) copies of a completed **Written Emergency Plan**

(_____) Three (3) copies of a completed **Facility Layout Plan**

(_____) Certificates of Flame-Retardant Treatment for Decorative Materials *(When Applicable)*

**** Form must be completely filled out or plan will not be processed ****